

# SE-210 INVITATION FOR PROFESSIONAL SERVICES

AGENCY: HGTC - Horry-Georgetown Technical College

PROJECT NAME: HGTC - Expansion Conway Bldg. 1400 Automotive Technology

PROJECT NUMBER: H59-N302-CB PROJECT LOCATION: Conway Bldg. 1400

**DESCRIPTION OF PROJECT/PROFESSIONAL SERVICES: (450 character limit)**

HGTC is seeking A/E services to construct an expansion to its automotive training facility located on the Conway campus. The project is to construct two (2) additional bays or approximately 4,000 sf of instructional space comprised of a block building structure w/brick facade on the front. A/E services will include schematic design, design development, preparation of bid package, construction oversight and close-out of project.

RESUME DEADLINE DATE: 12/17/2024 TIME: 04:00 PM NO. OF COPIES: Printed: 5 Electronic: 1

ANTICIPATED PROJECT DELIVERY METHOD:  Design-Bid-Build  CM-R  N/A

AGENCY PROJECT COORDINATOR: Kevin Brown

EMAIL: kevin.brown@hgtc.edu TELEPHONE: (843) 349-5354

The Agency requests qualifications from firms interested in providing professional services for the project listed above. Any questions concerning this solicitation must be addressed to the Agency Project Coordinator listed above.

**RESUME DELIVERY ADDRESSES:**

**HAND-DELIVERY:**

Attn: Dianna Cecala - Procurement Office,  
2050 Hwy 501 E, Bldg. 100, Room 120  
Conway, SC 29526

**MAIL SERVICE:**

Attn: Dianna Cecala - Procurement Office  
2050 Hwy 501 E  
Conway, SC 29526

**DESCRIPTION OF PROFESSIONAL SERVICES/QUALIFICATIONS ANTICIPATED FOR PROJECT:**

Experience working on SC State construction projects. Prior experience with designing automotive instructional spaces.

ANTICIPATED CONSTRUCTION COST RANGE: \$1,750,000 to \$2,000,000 N/A:

**INTERESTED FIRMS SHOULD SUBMIT THE FOLLOWING:**

1. A Current **STANDARD FEDERAL FORM 330**;
2. The Name and Contact Information, including Email, of a Primary Contact;
3. A Certification stating whether the Firm is a Resident of South Carolina (See SC Code § 11-35-3215); and
4. Response to Selection Criteria set forth in SC Code § 11-35-3220.

- **PUBLIC NOTICES:** All notices (Meetings, Selection for Interviews, Notice of Intent to Award) shall be posted at the following location: www.hgtc.edu/purchasing

- **LICENSURE:** To be considered for selection, persons or firms must be properly licensed in accordance with the requirements of Title 40 of the SC Code of Laws, as amended at the time of resume submission.
- To submit confidential information, see Appendix I, OSE Manual, <https://procurement.sc.gov/manual>.
- In accordance with the South Carolina Green Purchasing Initiative, submittals cannot exceed 20 double-sided pages, including covers, which must be soft-no hard notebooks. The Standard Federal Form 330 is not included in this page count.
- All written communication with parties submitting information will be via email.
- Agency will accept submittals via email above (PDF file no larger than 10MB):  Yes  No
- Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with this solicitation or the intended award or award of a contract under this solicitation may protest to the State Engineer in accordance with SC Code § 11-35-4210 at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201, email: [protest-ose@mso.sc.gov](mailto:protest-ose@mso.sc.gov).

APPROVED BY:



DATE: 11/26/2024

(OSE PROJECT MANAGER)